



Buffalo County

How Do I Guide

System Practices

Job Function	County Information
Intake	<ul style="list-style-type: none"> The Information and Referral functionality will not be used. When populating the Person Search window, if the person's name is not known, the worker should enter "Unknown" as the First Name and Last Name. The Response Time Matrix will be used on the <i>PS Report</i>. The Response Priority Tree document on the <i>PS Report</i> will be used. The PS Report documents and notices on the <i>PS Reports window</i> will be used. The Service Intake Referral Information document on the <i>Services Intake</i> will be completed.
Initial Assessment	<ul style="list-style-type: none"> Case Notes will be used to document Assessment Contacts and Initial Face-to-Face Contacts. The Safety Assessment, Safety Analysis and Plan, and Out of Home Safety Plan will be completed. The Assessment Extension function will not be used.
Court/Out of Home Placement	<ul style="list-style-type: none"> The CPS Placement Request function will not be used. The Court Reports in WiSACWIS will not be used. Legal Documents available in WiSACWIS will be utilized. Available templates on the Notices button on the Provider tab of the <i>Out of Home Placement</i> window.
Case Maintenance	<ul style="list-style-type: none"> The Medical/Mental Health functionality will be used according to agency policy and HIPAA guidelines. The <i>Register Unmet Needs</i> window will be completed. Prior to closing a case, complete a <i>Final Safety Assessment</i> and a <i>Final Family Assessment</i>. Complete and print the <i>Closure Summary</i> window. Case Notes will be entered into WiSACWIS.
Kinship Care	<ul style="list-style-type: none"> Include Kinship caregivers on <i>Services Intakes</i>. The Kinship Care Agreement forms will be used.
Juvenile Justice	<ul style="list-style-type: none"> All Juvenile Justice cases will be entered in WiSACWIS. Enter all Legal Actions, Legal Documents, and Legal Statuses into WiSACWIS. The WiSACWIS Court Report will not be printed.
Provider Management	<ul style="list-style-type: none"> The <i>Foster Family Assessment</i> form and the <i>WiSACWIS Foster Care License</i> will be used. Provider Notes will be entered into WiSACWIS. Complete the Background tab of the <i>Person Management</i> window for providers.
Ongoing	<ul style="list-style-type: none"> The <i>Visiting Plan</i> window will be used. Use the <i>In Home Services</i> window for Respite Care, Sanctions and Secured Detentions. Family Assessment, Case Plan, and Case Progress Evaluation windows/documents will be used. The Permanency Plan and Permanency Plan Review windows and templates will be used.
Financial	<ul style="list-style-type: none"> Title IV-E Eligibility determinations will be performed by Maximus. Trust Account information will be recorded in WiSACWIS.
Templates	<ul style="list-style-type: none"> When completing work within WiSACWIS access templates prior to approval. Once work is approved, templates that have not been previously accessed for that work cannot be opened.

Ticklers

Tickler Name	How is it created?	How is it removed?	When does it display on my Ticklers tab?
Assessment Due	When the Protective Services Report is linked to an existing case or used to create a case.	When the supervisor approves the assessment.	The Assessment is due 60 days from the date the PS Report is screened in by the supervisor. This tickler will display on the worker's Tickler tab 14 days before the Date Due.
Case Progress Evaluation	The Case Progress Evaluation tickler is created when the supervisor approves the Case Plan. However dates are set based on the first specific goal entered into the Case Plan.	The tickler is reset, if any specific goals are open, when a Case Progress Evaluation has been completed and has received supervisory approval. The tickler is deleted when the case is closed or transferred to the adoption unit.	The Case Progress Evaluation is due 90 days from the date the first Specific Goal was entered for any case participant on the Case Plan. This tickler will display on the worker's Tickler tab 30 days before the Date Due.
Court Report Due	When a date is entered into the Report Due field on the Legal Status window and the verified checkbox is checked.	When a date is entered in the Report Submitted field on the Legal Status window.	The Court Report is due based on the date entered in the Report Due Date field in the Legal Status window. This tickler will display on the worker's Tickler tab 90 days before the Date Due.
Home License About To Expire	When a home provider license is created.	When the status of the license is changed to Renewed, Revoked, Closed or Expired.	The Home Provider License expiration date is based on the date entered in the Effective To Date on the Home Provider License window. This tickler will display on the worker's Tickler tab 120 days before the expiration date.



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Permanency Plan Due	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	This tickler can be deleted: when a permanency plan has received supervisory approval; the Out of Home Placement is ended and the 'Discharge Reason' field completed; or the Out of Home Placement is ended with reason 'Placement made in error.'	The Permanency Plan is due 60 days from the child's initial placement date. This tickler will display on the worker's Tickler tab 14 days before the Date Due.
Permanency Plan Review	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	<p>When an Administrative Review Meeting is scheduled and the Meeting Completed checkbox is checked, the tickler is reset for one year from the date of the Administrative Review meeting. When a Legal Status with a legal action of 'Permanency Plan Review (6 months)', and Hearing Date is entered, and the verified checkbox is checked, the tickler is reset for one year from the Hearing Date. When a Legal Status with a legal action of 'Permanency Plan Hearing (annual)', a Hearing date is entered, and the verified checkbox is checked, the tickler is reset to the earliest of three dates. Either one year from the Date of the Administrative Review meeting completed; one year from the date entered into the Hearing Date field on the Legal Status window with the action value of Permanency Plan Review (6 months); or six months from the date entered into the "Hearing Date" field on the Legal Status window where the Legal Action is 'Permanency Plan Hearing (annual)' and the verified checkbox is checked.</p> <p>The original tickler is deleted, and NO new tickler is created when: the Out of Home Placement is ended the 'Discharge Reason' field is completed; or the Out of Home Placement is ended with reason: 'Placement made in error.'</p>	The Permanency Plan Review is due 6 months from the date the Out of Home Placement with a date entered in the 'Date removed from his or her home' field is approved. This tickler will display on the worker's Tickler tab 60 days before the Date Due.
Permanency Plan Hearing	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	<p>When an Administrative Review Meeting is scheduled, and the Meeting Completed checkbox is checked; or a Legal Status with a legal action of 'Permanency Plan Review (6 months)', and Hearing Date is entered, and the verified checkbox is checked, the tickler will be reset to the earliest of three dates. Either six months from Administrative Review meeting date; or six months from Hearing date on the Legal Status; or one year from the 'Date removed from his or her home' field on the Out of Home Placement for the first tickler created. When a Legal Status with a legal action of 'Permanency Plan Hearing (annual)' is entered, a Hearing date is entered, and the verified checkbox is checked, the tickler is reset for one year from the date entered in the Hearing Date field.</p> <p>The original tickler is deleted, and NO new tickler is created when: the Out of Home Placement is ended and the 'Discharge Reason' field is completed; or the Out of Home Placement is ended with reason: 'Placement made in error.'</p>	The Permanency Plan Hearing is due 1 year from the date the Out of Home Placement with a date entered in the 'Date removed from his or her home' field is approved. This tickler will display on the worker's Tickler tab 60 days before the Date Due.



WiSACWIS Help Desk (866) 335-2180